

**Department of Workforce Services Equal Opportunity Non-discrimination
On-Site Compliance Review Monitoring Tool**

Employment/ESC/Admin Center _____ Date _____

Region _____ Office Address _____

Contact Person _____ Phone Number _____

Preparation Checklist

Send agenda and site visit memo to EC manager, cc: Regional Director, Mike Richardson, and Deputy Directors within 10 days of the visit.	
Schedule a state car and obtain approval for overnight travel if applicable.	
Review job orders from the region in review.	
Review customer files (electronically).	
Review grievance/complaint logs	
Review annual ADA Accessibility Checklist, with Risk Manager/ADA Coordinator	

Comments:

Facility

Accessibility: confirm findings from ADA Checklist	
Signage: appropriately displayed, accurate, good condition, staff awareness	
Universal Access: staff awareness, including but not limited to individuals who are limited English speaking, persons with disabilities, older individuals, veterans, migrant and seasonal farm workers, displaced homemakers, and individuals with multiple barriers to employment.	
Accommodation: staff awareness, every effort made to meet an individual's preferred method of auxiliary aids and services and in the event the preferred method is not reasonable or available, assurance that an alternate method is made available.	

Comments:

Desk Review

Customer files: EO notice contained in each file, hard copy or electronic. Read case file, any discriminatory issues or concerns noted.	
Techs: trained and aware of EO pathway, customer rights, responsibilities.	
Information specialists: trained, aware of EO pathway, customer rights, responsibilities	

Employment counselors: understanding of EO pathway, customer rights, and responsibilities.	
Supervisors: aware of EO pathway, customer rights, responsibilities	
Review on site EO/ES logs	

Comments: